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From:

Dora Stroud, Supervisor OIPE Customer Service Charge Location 0350

Subject: Customer Requests

Serial Number: 08/90/7

File Location: TC 4 CIF,

The attached request for a corrected file receipt has been completed. Please forward the case to OIPE, Customer Service, CP2-6th Floor.

If you decide to keep the case, assign the request a paper number, endorse contents, punch holes in the documents, and replace the old Bib Data sheet with the updated version in the center of the file.

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